



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Information Bulletin No. **CA-2002-014**

To: All California Employees

From: DSD, Support Services Division

Subject: Government Closure on Christmas Eve

This is an advance notice that the President has issued an Executive Order, excusing all federal employees from duty on Monday, December 24, 2001, except those who cannot be excused for reasons of national security, defense, or other essential public business. If you are in a position of losing annual leave this year, and you have scheduled annual leave on December 24, please reschedule that leave for another day since it can't be carried over to the next year.

This office will provide further guidance as to the coding of time and attendance sheets as soon as it has been received from the Department. Questions and any concerns pertaining to this memorandum should be directed to Angie Dailly in the Branch of Human Resources, at (916) 978-4476.

Signed by:

Karen Barnette

DSD, Support Services

Authenticated by:

Richard A. Erickson

Records Management